



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

M. J. "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

March 30, 2000

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2000-65

TO: All UPS Agencies

FROM: Ronald S. Mitchell
Director

SUBJECT: Mandatory Direct Deposit Update - Mailing Checks

As indicated in OSUP Memorandum #2000-36, all UPS employees will be mandated to be on direct deposit beginning in April 2000. Failure to comply will result in the employee's payroll checks being mailed on payday, which is usually Friday.

To provide more time to receive and input documents, OSUP has decided to allow agencies until Monday, April 17th to enter all Direct Deposit Enrollment Form information. Making this change will mean that beginning with the second payday in May (**May 19, 2000**), all payroll checks will be mailed on payday Friday and Stop Payments will not be processed until the Wednesday of the following payday week.

The Division of Administration and this Office want to thank you again for your support in helping enforce this new policy. If you have any questions regarding mandatory direct deposit or your agency's responsibility for this policy, please contact a member of the User Services Unit at (225):

Karen Antoine	342-5354	Barbara Blankenship	342-5345
Debra Causey	342-5377	Paula Rotolo	342-5357

RSM:KWA/kmb

c: DOTD